

Procedures and Guidelines

DIRECTIVE NO. 562-PG-8700.2.4 Rev A
EFFECTIVE DATE: 08/09/1999
EXPIRATION DATE: 09/09/2004

APPROVED BY Signature: Original Signed By
NAME: Robert Lebair
TITLE: Branch Head

Responsible Office: 562 / Component Technologies and Radiation Effects Branch

Title: Preparation and Maintenance of the NASA EEE Parts Selection List

1 PURPOSE

This procedure defines the processes to be used for the preparation and maintenance of the NASA EEE Parts Selection List (NPSL) on-line.

2 REFERENCES

- GPG 8700.2, Design Development
- NASA Parts Selection List on-line (NPSL) at <http://misspiggy.gsfc.nasa.gov/npsl>
- MIL Specifications and Standards (various, as needed) at <http://www.dscc.dla.mil/V/VQ/adobepdf.html>
- NASA EEE Specifications (various, as needed)
- World-Wide Space Level EEE Specifications and Standards (examples NASDA and ESA)
- Non-Government Specifications and Standards
- NPSL Request for Change Log

3 SCOPE

This procedure provides the responsible personnel with the guidance necessary to ensure that parts selections comply with listing requirements and that all additions, deletions and modifications are properly reviewed before posting on-line.

4 DEFINITIONS

- a. EEE Parts – Electrical, Electronic and Electromechanical Components
- b. ESA - European Space Agency
- c. NASDA - National Space Agency of Japan
- d. NASA Parts Selection List (NPSL) - A tool to assist parts engineers, circuit designers etc. in the selection of EEE Parts that have established performance in a space flight environment.
- e. NPSL Administrator - The engineer with overall responsibility for the maintenance and update of the NPSL.
- f. NPSL Web Coordinator - The individual responsible for making the actual changes in the database and putting the revisions on the World Wide Web.

5 AUTHORITIES AND RESPONSIBILITIES

The authorities and responsibilities for personnel involved in the processes described by this PG are found in either paragraph 4 or paragraph 6.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

6 IMPLEMENTATION

6.1 Follow the process flow as illustrated by the flow chart in this section with the details described in the following paragraphs.

6.2 Requests for changes to the NPSL that require maintenance and update actions can come from many sources such as users, projects, manufacturers and Code 562 engineers.

6.3 The NPSL Web Coordinator records the receipt of requests for change in the NPSL Request for Change log and assigns it a unique identification number. The log entry identifies the requestor, the nature of the request, disposition with rationale, and dates of receipt and closeout.

6.4 The NPSL Administrator has the responsibility for review of the request for change. The Administrator enlists the help of parts specialists and other engineers as appropriate in evaluating the requested change. Tools such as MIL, NASA, non-government and international specifications and standards are used as aids to decision making.

6.4.1 Requests to add new parts and new manufacturers are evaluated against the listing criteria found in paragraph 4.0 of the NPSL on-line.

6.4.2 Requests for corrections are investigated to ensure validity.

6.4.3 Additions or changes to application notes require careful evaluation by the Administrator.

6.4.4 Removal of parts or manufacturers requires the availability of supporting data that can be evaluated against paragraph 4.0 of the NPSL on-line.

6.5 If the Administrator determines that the request for change does not satisfy the requirements necessary to permit the change, then two courses of action are possible: do further study/evaluation to try to satisfy the criteria that are deficient, or reject the change.

6.6 If the change is found acceptable then the NPSL Web Coordinator prepares a draft revision to the NPSL for review by the Administrator.

6.7 If the revision is not acceptable, the NPSL Web Coordinator makes the necessary changes to correct the deficiencies.

6.8 If the revision is acceptable, then the NPSL Web Coordinator prepares a change note that identifies what was changed, when it was changed and why it was changed.

6.9 The NPSL Web Coordinator puts the change and change note up on the Web. Change notes are connected to hotlinks called "Recent NASA Parts Selection List Updates for [specification #X]."

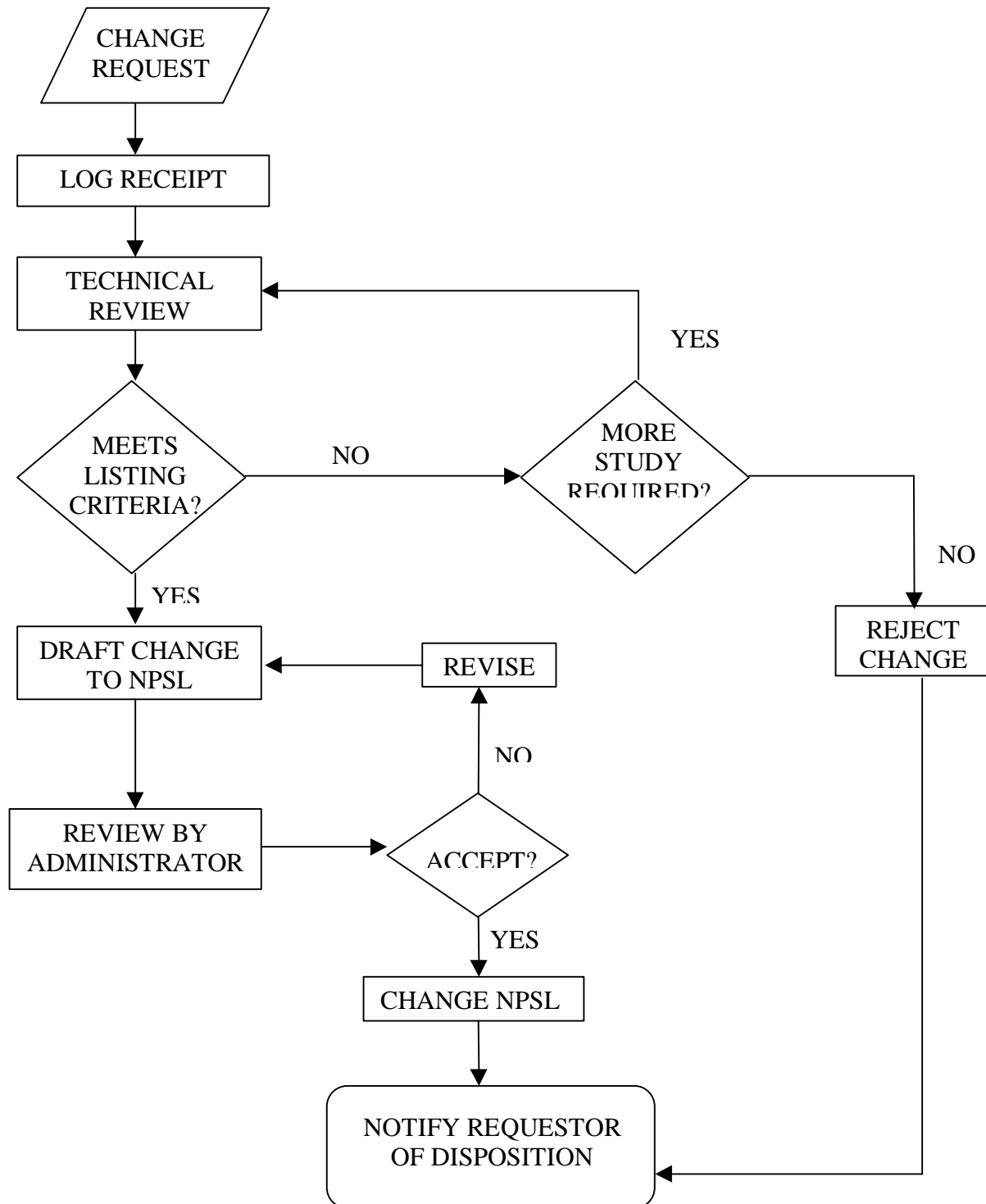
6.10 The NPSL Web Coordinator finally records the disposition of the change request in the log and notifies the requestor of the disposition.

6.11 The NPSL Web Coordinator is responsible for making periodic backups of the entire NPSL database and relevant records.

7 RECORDS

Quality Record	Record Custodian	Retention
NASA Parts Selection List (NPSL) Request for change log	NPSL web coordinator	3 years

P9. FLOW DIAGRAM



CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	09/28/1998	Initial release
A	08/09/1999	Add quality records